



DATE: June 19, 2002

SESA ISSUANCE NO.: 02-24

SUBJECT: Migrant and Seasonal Farmworker (MSFW) Annual Summary Reports

1. **Purpose.** To confirm guidelines and provide clarification to the instructions for the preparation and submission of the State Annual Report on services provide to MSFW's.
2. **Reference.** 20 CFR parts 653/108, 658.603, GAL No. 9-94, FM 5-92, TEGL 2-97.
3. **Background.** Federal regulations require each State Monitor Advocate to prepare for the State Administrator an annual summary report reflecting an assessment of services provided to MSFW's (653.108 (6)(t)). A copy of this summary report must be submitted to the Regional Administrator. These reports will be combined in one summary report by the Regional Monitor Advocate and submitted to the National Office. The following information is intended to serve as guidance on the preparation of the State Summary Report.
4. **State Annual Report.** All states are required to submit an annual summary report that consists of ETA Form 5148 (Quarterly Report), and the narrative Annual Summary of Employment Services (ES) to MSFW's. I order to maintain uniformity, attached is a recommended outline (Attachment A) to be used as a guide in preparing the report. ETA Form 5148 should identify cumulative quarterly and year-end data. A copy of the 5148 forms for each quarterly must accompany the State Annual Report. The deadline for submission of the State Annual Summary Report to the Regional Office is 30 days after the end of the program year, namely July 31, 2002.
5. **OMB Approval.** The reporting requirements for the ETA 5148 were approved by OMB according to the Paperwork Reduction Act of 1995.
6. **Action Required.** State Administrators are requested to:
 - a) Provide a copy of this issuance and attachment to the State Monitor Advocate and
 - b) Insure that the Regional Administrator receives a copy of the report by July 31, 2002.
7. Any questions should be addressed to Doris Lissette Gean, Regional Monitor Advocate, at (617) 565-2268.

Joseph F. Stoltz
Regional Director
For Workforce Security

Attachment

STATE MONITOR ADVOCATE'S ANNUAL
SUMMARY OF ES SERVICES TO MSFWS
OUTLINE OF CONTENTS

1. Program Year (PY) Performance Versus PY Plan

The State agency's actual accomplished MSFW activities as compared to those proposed in the State plan for the Program Year [20 CFR 653.108(t)]; and explain the significant variances. Also, include activities and accomplishments made by the agency to transition the major functions of the Monitor Advocate Program, outreach workers, the complaint system, and services to MSFWs to the One-Stop delivery system; and a description of the role played by the State Monitor Advocate in the planning and implementation of the agency's transition activities.

2. PY Performance Versus Previous PY Performance

Analysis of the State agency's program performance statistical data, including a comparison with the previous year [20 CFR 653.109(a)(1-14)]. Include approaches taken or being planned to achieve and measure high standards of customer service and customer satisfaction for MSFWs by the State agency.

3. Indicators of Compliance and Corrective Actions

An analysis of both the Equity and Minimum Service Level Indicators by comparing the required level of compliance to the actual level of compliance [20 CFR 653.100, 653.112(a-c)], (4th quarter data). For any performance indicator not met, include an explanation in a summary report of corrective actions taken or planned to improve agency performance. Also include information on how the State agency is looking at and addressing statewide participation levels of MSFW customers beyond the levels of MSFW registrants only.

4. Outreach Program, Field Checks and Field Visits

A description of the MSFW Outreach Program activities conducted during the harvest season, including any special outreach to MSFWs conducted by staff to achieve One-Stop attention to MSFWs, and other value added activities which impacted MSFW customers. This section should also include an assessment of field checks and field visits to the working and living areas of MSFWs [20 CFR 653.107(a) & (e) and 653.108(g)(1-3)].

5. Local Office Reviews and Findings

Include the schedule of significant and non-significant local offices and One-Stop Career Centers (if any) reviewed; and include a summary report of the review findings, corrective actions implemented, and follow-up reports. [20 CFR 653.108(g)(1-3)].

6. Affirmative Action Plans

An assessment of the State and local office(s) (where required) Affirmative Action Plans. Other activities accomplished and planned which are intended to improve services to MSFWs and employers, best practices, models, [20 CFR 653.111]. Include new bilingual staff added to the

One-Stop Career Centers to assist in the transition of services to MSFWs to the One-Stop environment.

7. Monitor Advocate Staffing

Identify all staff changes during the year in the Monitor Advocate personnel and the efforts made to solicit assistance from farmworker organizations and others in filling Monitor Advocate vacancies. Describe the background and experience of any staff newly appointed to Monitor Advocate positions during the year.

8. Services to Agricultural Employers

Include a description and assessment of the Agency's statewide and local programs carried out during the year for serving agricultural employers, and how agricultural employers were served by the One-Stop Career Centers.

9. Other Activities

An assessment of other activities the Monitor Advocate or State agency accomplished relating to services to MSFWs or agricultural employers not included above. Include non-equity and non-minimum level services such as:

Job search workshops, tutoring MSFWs on the agency's self-service technology, individual services for hard-to-serve MSFWs; special agency workgroups formed to improve services to MSFWs; Region/State MSFW advocacy teams, intra-interagency groups to augment MSFW services, partnerships with other agencies/individuals to assist/protect MSFWs; and other efforts/services provided to MSFWs and agricultural employers by the ES and One-Stop Career Center System.

NOTE: Attach all four quarterly Monitor Advocate Numerical Reports (ETA Forms 5148) to the Annual Summary Report.